

CONTINUING EDUCATION REPORT FORM (CERF)

for the Montana Board of Professional Engineers & Land Surveyors

This form is required when renewing a license unless the licensee qualifies for a continuing education exemption as follows:

- New licensees by exam or reciprocity – this being the first renewal period,
- Temporary active duty status in US Military Service (Must exceed 120 consecutive days.),
- A physical disability, illness or other extenuating circumstances (Supporting documentation must be provided and is subject to review and approval by the Board), or
- A licensee that renews as emeritus or inactive on their renewal form does not have to meet the continuing education requirements until they wish to reactivate their license.

If not qualified for one of the above exemptions, please complete the following:

1. Complete the specific dates, sponsoring organizations, activity, and professional development hours (PDH) on the backside of this form. (Note: The backside of this form can be reproduced or can be printed off the web site at <http://www.discovering.montana.com/dli/pel>.)
2. Enter PDH earned in the appropriate sections and enter a total and any carry over hours on this side of the form.
3. **DO NOT send certificates, attendance rosters, or other proof of attendance at this time.** If audited, additional information will be requested. All licensees must maintain continuing education records for three years.
4. Sign this form and return with your license renewal.

Description of Activities	PDH Units	PDH EARNED	
		PE	PLS
1. Successful completion of college courses.	1 semester hour = 45 PDH 1 quarter hour = 30 PDH		
2. Successful completion of continuing education courses.	1 Continuing Education Unit (C.E.U) = 10 PDH		
3. Successful completion of correspondence, televised, videotaped, audiotaped, and other short courses/tutorials.	1 contact hour or hour of participation = 1 PDH		
4. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.			
5. Teaching or instructing in (1) through (4) above. Teaching credit is valid for teaching a course or seminar for the first time only. (<i>Teaching credit does not apply to full-time faculty</i>)	Multiply above values for indicated activity by 2		
6. Authoring published papers, articles, monographs or books.	Each paper, article, monograph or book 10 PDH		
7. Active participation in professional or technical societies. (not just member but active role such as chairman, vice chairman, member of specific committee, etc.)	Each Organization 2 PDH		
8. Patents	Each Patent 10 PDH		
9. Self Study	Maximum of 1/3 of Total PDH required allowed		
A minimum of 30 PDH is required from July 1, 2002 to June 30, 2004 renewal cycle. For engineer/surveyor (ES) licensees, a minimum of 10 PDH is required for each profession.			
Carryover credit taken from July 1, 2000 to June 30, 2002 Renewal Period. Cannot exceed 15 PDH and cannot include self-study hours.			
TOTAL PDH claimed for this renewal period.			
Carryover credit to apply for next renewal period. It is the responsibility of the licensee to track these hours. (Maximum of 15 hours can be carried over)			

Printed Name: _____ Montana License Number _____

Signature: _____ Date _____

All activities must be relevant to the practice of engineering or land surveying and may include technical, ethical, and managerial content. This side of the form can be reproduced as many times as necessary. **Do not send documentation of these activities such as certificates, attendance rosters, etc. Documentation will be requested if you are selected for audit.**

[illegible]

Printed Name: _____ Montana License Number _____

Page ____ of ____